

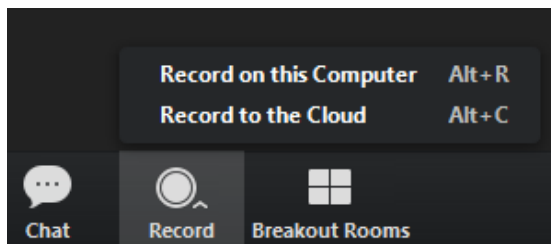
Recording Meetings in Zoom

Zoom’s recording feature is an easy-to-use tool that allows you to store zoom recordings either locally or on Zoom’s website. This quick guide will show how to record and manage recordings from Zoom. **Note: If you would like to know how to upload your videos to MyMediasite, you can find more information by visiting [this tutorial](#).**

You can start using Zoom Pro through [UF's Zoom Page](#)

Recording

To initiate a Zoom recording, click the “**Record**” button found on the meeting’s toolbar.



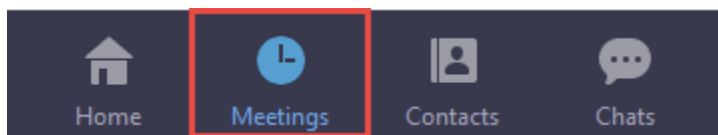
You will see 2 options. Choose which option works best for you.

Local Recordings

If you choose “**Record on this Computer**” By default, all recordings will be in **MP4 format** and will be placed in a Zoom folder found in the following file path on these devices:

- **PC:** C:\Users**User Name**\Documents\Zoom
- **Mac:** /Users/**User Name**/Documents/Zoom

Your recorded videos can also be found by clicking the “**Meeting**” tab:



And clicking “**Recorded**” at the top.

Note: You can find more details on local recordings, including changing the default location of your recordings by visiting [Zoom's support page](#)

Recording to the Cloud

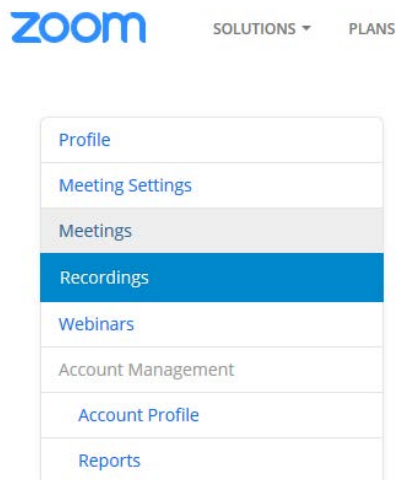
- **It is important to know that the storage limit on Zoom's site for UF users is 1GB. An email alert will be sent to account Owner when usage is at 80% of the subscribed storage limit.**

Recording to the cloud will store your videos on your Zoom Profile page.

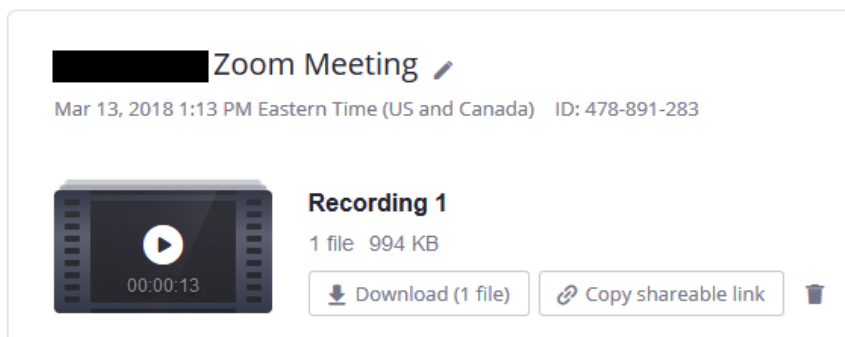
You can access your Zoom Pro profile through [UF's Zoom Page](#) and clicking "Sign In"



Once there, you can find the "Recordings" tab on the left.



From there, you will see a list of your recordings. Clicking on one of them will bring you to a page where you can watch, share or download an MP4 of the video. **NOTE: The download button may ask to download multiple files, including a .vtt and .m4a. The .MP4 is all you need.**



You can find more details on Cloud Recording by visiting [Zoom's Support Page](#).